



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Sue Guenter-Schlesinger & Lafayette Baker	<b>RFA #18 – 40</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Director of [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Former employee		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male x   Female ☐    Administrator ☐    Faculty ☐    Staff x   Student ☐  
 Concern Regarding:    Male ☐   Female x    Administrator ☐    Faculty ☐    Staff ☐   Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin              | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |                                     |  |

Time Line		
Date	Item	Comments
3/29/18	LB & SGS meet with [REDACTED]	[REDACTED] explained that he is having issues with a former Western employee. He said that the employee demonstrated some very unusual behavior when they were working at the [REDACTED], and the employee sent him several inappropriate text messages and Facebook messages. SGS told [REDACTED] that LB would talk to UPD about this situation.
4/4/18	LB met with Darin Rasmussen	LB told Darin that LB and SGS met with [REDACTED]. LB explained to Darin the information that [REDACTED] shared with SGS and LB regarding the former Western employee. LB asked Darin if he would be able to find out if the employee moved out of state. Darin said he would follow-up with [REDACTED]